

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> AMENDED <b>05-165(NM)</b>		<b>Opening Date</b> <b>08/05/05</b>	<b>Closing Date</b> <b>**9/30/05</b>	<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
<b># Posns</b> One	<b>Position Title</b> Supervisory Registered Respiratory Therapist		<b>PD Number</b> 000000	<b>Pay Plan, Series, Grade</b> GS-601-9 (Target GS-11), or GS-601-10 (Target GS-11) or GS-601-11
<b>Service</b> Anesthesiology Service			<b>Promotion Potential</b> GS-11	<b>Salary Range</b> \$57,326 - \$76,907 Per Annum
<b>Duty Station</b> Palo Alto, CA			<b>Tour of Duty</b> Monday – Friday, Hours Flexible	
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk		<b>Subject to Bargaining Unit</b> <input type="checkbox"/> Yes-Minimum posting: 15 work days <input checked="" type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE ____ <input type="checkbox"/> Term NTE ____		<b>Subject to Drug Testing</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized	
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b> <input checked="" type="checkbox"/> PUBLIC - All interested and qualified candidates. NOTES: Position(s) are in the Excepted Service and will be filled under Title 38 U.S.C. U.S. Citizenship is required. If applicable, non-citizens may be appointed when no qualified U.S. citizens are available in accordance with regulations issued by the Under Secretary of Health.				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. <b>Nenita Mazariego, Human Resources Specialist</b>				
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

### \*\*AMENDED TO EXTEND CLOSING DATE

**DUTIES:** Incumbent works in both a clinical and administrative setting. Develops and maintains the section supply/equipment budget to include planning and procurement of Capital Equipment. Assures staff schedule commensurate with patient safety. Develops, implements and enforces section policy/procedure. Conducts job interviews with prospective employees. Maintains reports of section performance, workload statistics, and personnel issues. Initiates and completes personnel evaluations. Approves/disapproves leave. Evaluates new equipment/techniques that pertain to Respiratory Care. Supports/assures compliance with VA and/or Facility identified goals. Networks with other Respiratory Care leaders inside and outside the VA to assure state-of-the-art practice is in place. Serves on various committees. Attends educational offerings to stay abreast of changes in clinical practice. Plans, organizes, and executes the daily workload. He/she is responsible for the successful day-to-day operation of the section. Meets with his/her leaders on a regular basis to report on current projects, identifications of future efforts, and to receive guidance on these issues as indicated.

**QUALIFICATION REQUIREMENTS: BASIC REQUIREMENTS: *Citizenship:*** Citizen of the United States. ***Registered Respiratory Therapist:*** Has a certificate as an RRT from the NBRC (National Board for Respiratory Care) and a registry number, or a certificate from another body, which the NBRC recognizes as its credentialing equivalent. This includes registration based on either: (1) Having fulfilled the requirements and passed the registry examination administered by the NBRC since 1983, or (2) Having fulfilled the requirements and passed the registry examination for a registered inhalation or respiratory therapist administered by the (1) National Board for Respiratory Therapy from July 1974 through 1982 or (2) American Registry of Inhalation Therapists from 1961 through June 1974. ***Physical Standards:*** Must pass a pre-employment physical examination and TB test before entering on duty. Maybe subject to random drug test. ***English Language Proficiency:*** RRTs appointed to direct patient-care positions must be proficient in spoken and written English as required by 38 U.S.C. 7402(d), and 7407(d).

**GRADE REQUIREMENTS:** In addition to meeting the basic requirements stated above, the following qualifications criteria must be met in determining appropriate grade assignments.

Candidates must have all of the following:

**GS-9** Candidates must have had a least 1 additional year of successful and progressively responsible experience related to respiratory therapy at the GS-8 level or equivalent. This experience must have included demonstrated accomplishments in upgrading services to patients. The candidate must have demonstrated expert knowledge of respiratory therapy methods, equipment, and procedures and the ability to assume responsibility to plan, organize, direct, coordinate, and evaluate programs involving respiratory care.

**GS-10** Candidates must have had at least 1 additional year of successful and progressively responsible experience in which the candidates demonstrate the ability to assume supervisory duties and function in an assignment at the GS-10 level.

**GS-11** Candidates must have demonstrated the knowledge and ability to successfully assume supervisory duties and function in an assignment at the GS-11 level. Must have the ability to assume a high level of supervision of a large section and, as necessary, provide supervision to subordinate supervisors.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**ADDITIONAL NOTES:**

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ **U.S. Citizenship:** If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ **Update Of Qualifications:** VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ **Promotion Potential:** If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** If applicable, candidates will be required to pass a physical examination.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

**HOW TO APPLY:**

- I. **Eligible Permanent Employees of VAPAHCS** - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.
- II. **All others, submit:**
  - VA FORM 10-2850C** – Application for Associated Health Occupations Appointments.
  - 1. **OF-306** - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
  - 2. **DD-214** - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
  - 3. **SF-15** - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
  - 4. **SF-50B** - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
  - 5. **OPM Form 1170/17** - List of College Courses (if substituting education for experience). Transcripts may be submitted.
  - 6. **Performance Appraisal** - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:** VA Palo Alto Health Care System

Human Resources Management Service (05A)  
3801 Miranda Avenue  
Palo Alto, CA 94304